

DIRECTOR OF TRANSPORTATION

GENERAL DESCRIPTION:

Organizes, supervises, and directs the pupil transportation program. This is a management position, and the director is fully responsible for the comprehensive operation of school buses and the pupil transportation program.

The Director is responsible for the supervision of all transportation staff, screening and selection of new personnel, the training of bus drivers, bus attendants, crosswalk guards, vehicle maintenance technicians, and office staff. Duties include: meeting with parents and the general public, preparation of the transportation budget, providing routine and special reports, and developing rapport with district staff and the community.

QUALIFICATIONS:

High level management experience, extensive supervision experience with a minimum of 5 years of experience in pupil transportation. Knowledge and experience in school finance related to pupil transportation procurement and accounting processes.

SKILLS:

Strong interpersonal skills, collaborative leadership skills, excellent communication and organizational skills, skill in personnel supervision.

KNOWLEDGE:

Extensive knowledge of school bus operations including routing, scheduling, driver selection, driver training and certification requirements, vehicle maintenance and repair, vehicle specifications, safety procedures, Federal Motor Vehicle Safety Standards, Arizona Minimum Standards for School Buses and School Bus Drivers, and motor vehicle laws;

ABILITIES:

Ability to create and maintain an environment of good interpersonal relations with employees, parents, and transportation staff; perform administrative and managerial functions in an independent manner; communicate effectively in verbal and written modes. Ability to organize and schedule complicated activities. Ability to gather and analyze data and understand complicated issues and problems. Ability to multi-task and work under extremely stressful conditions when required. Understand and carry out financial "cost benefit" service functions, implement departmental and school board policies.

DUTIES AND RESPONSIBILITIES:

Establish and direct pupil transportation services as a support system to the educational program of the school district.

Supervises and evaluates Transportation Dispatchers, Driver Trainers, School Bus Drivers, School Bus Attendants, Automotive/Bus Mechanics, Crosswalk Guards, and department Secretary.

Implement school board policies and enforce compliance with local, state, and federal laws and regulations.

Develop and administer departmental procedures to ensure compliance with state and federal transportation laws and regulations.

Resolves transportation personnel issues such as evaluation, conduct, discipline, overtime, and absences.

Administers disciplinary and dismissal procedures as outlined by Governing Board policies and regulations, and applicable laws.

Develop and implement a plan for vehicle and equipment replacement and procurement.

Prepare vehicle and equipment specifications for the purchasing department.

Recruit, select, train and supervise all transportation staff.

Establish and maintain a comprehensive school bus driver training and retraining program.

Route and schedule buses for safe, efficient and economical transportation services. Check bus schedules and bus route efficiency and safety on a regular basis.

Check bus fleet operation and safety on a regular basis. .

Work with administrators, teachers, transportation personnel, students, parents and various public and private agencies to improve their knowledge and the quality of the district's transportation services.

Investigate and report accidents and incidents using Department of Public Safety reporting requirements.

Maintain records and prepare reports as required.

Complies mileage data and prepares Arizona State Department of Education annual Bus Inventory and Transportation Route Reports for mileage reimbursement.

Serves as a liaison between parents, school personnel and the public regarding student transportation. Initiates, evaluates, and investigates parent and public concerns and counsels employees regarding their duties and responsibilities in order to facilitate a mutually agreeable solution.

Prepare transportation department annual budget and review and analyze budget expenditures on a regular basis.

Maintain open and clear lines of communication with schools and departments.

Establish and carry out a continuing program of safety education.

Support a cooperative relationship with appropriate law enforcement agencies.

Manages and coordinates transportation equipment and staff for maximum productivity, including activity trips, summer programs, and contracted services.

Develops long range plans, analyzing efficiency, and conducting special studies.

Develops and implements Transportation Department guidelines for events such as field trips and athletic events. Ensures compliance with district procedures and the assignment of personnel.

Develops and oversees school bus routes for all students. Monitors routes and implements changes or additions. Determines which routes need Bus Attendants and assigns personnel.

Coordinates late starts and early schedules for all schools

Participates with in-service training of bus drivers and monitors.

Assist transportation staff with the computer automated functions of time tracking, payroll, bus routing, field trip scheduling, fuel inventory, vehicle preventive maintenance, and budget preparation/monitoring.

Approve student requests for transportation that have adequate funding and comply with District guidelines.

Attends Governing Board, administrative, and staff meeting as required.

MENTAL TASKS:

Communicates, comprehends, performs functions from written and oral instructions and from observing others, evaluates written materials, reads.

PHYSICAL TASKS:

Work involves performance of duties where physical exertion is not normally required to perform all aspects of the job. Work involves sitting for extended periods, significant standing and walking, and some reaching, stooping, bending, climbing stairs, and holding and grasping objects. Verbal communicative ability is required for this position.

EQUIPMENT, AIDS, TOOLS, MATERIALS:

Utilizes office equipment such as telephone, two-way radio, a computer, printer, copier, and fax machine. Utilizes computer software programs including: Microsoft Word, Microsoft Excel, Microsoft Outlook, APTA, VersaTrans RP, Fleet Vision, and Field Trip Tracker. Operates a motor vehicle.

WORKING CONDITIONS:

Indoor (office) and outdoor working environments. Exposure to noise, exhaust fumes, moving equipment and vehicles. Frequent contact with employees, students and public. Subject to 24-hour on call.